

Healthy Neighborhoods (HN) Grant Program



2019 Guidelines

Timeline

- February 4th – March 22th: Eligible grant applications accepted.
- March 22nd: Eligible grant applications due to Community Development Planner at 4:00 p.m.
- Early April: Healthy Neighborhoods Grant Program Committee review applications and make funding award recommendations.
- Early April: Mayor, City Administrator, and Finance Director review applications and make funding awards. Community Development Planner notifies organizations of funding awards.
- Within 8 months (approximate) of funding awards notification: Project completion by organization, per application.
- Within 30 days of project completion: Funding report form due from organization to Community Development Planner.
- Within 30 days of funding report form submitted: Funding disbursed by City.

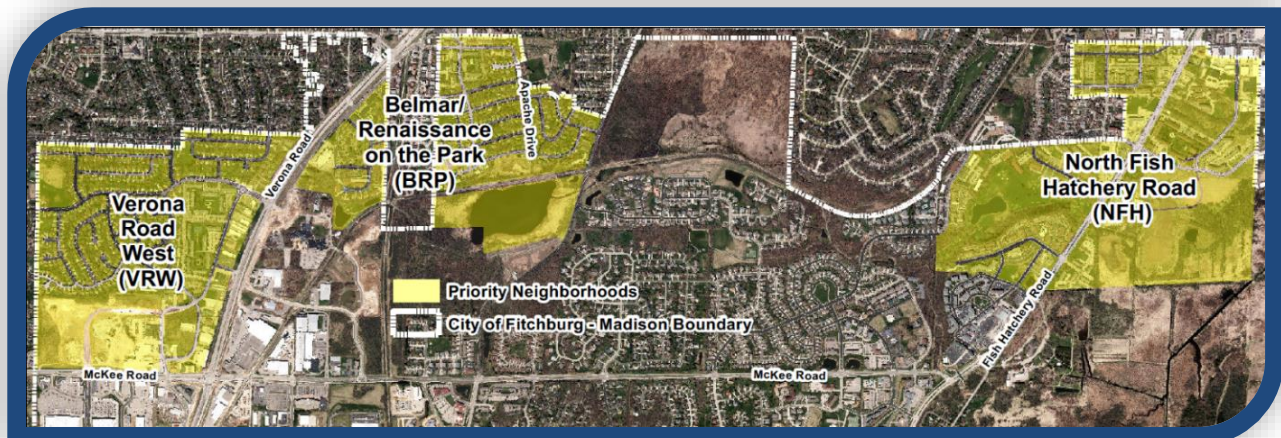
Application Eligibility

The following entities are eligible to apply for the HN Grant Program:

- Non-profit organizations, exempt from Federal income taxes under section 501(c)(3) of the Internal Revenue Code or equivalent, that conduct business without discrimination on the basis of race, religion, gender, sexual preference, age, marital status, disability or national origin

The following projects are eligible for HN Grant Program funding awards:

- Those that serve Fitchburg residents and/or businesses within one of the HNI Priority Neighborhoods identified on the map below, under the following categories:
 - New programs with a strong and realistic plan for success
 - Continuation or expansion of existing programs with a history of success
 - New, small-scale capital projects



The following entities are not eligible to apply to the HN Grant Program:

- Individuals
- Organizations submitting multiple applications in the same year
- Post-secondary educational institutions
- Religious organizations for religious purposes

The following projects/costs are not eligible for HN Grant Program funding awards:

- Annual or capital campaigns
- Buildings or land
- Capital grants to support ongoing maintenance and operations
- Health care services, including mental health
- Lobbying
- Personnel
- Scholarships
- Short-term events and celebrations, such as conferences, festivals, and fundraising functions
- Sports and recreation, except where programming is used for academic purposes
- Substance abuse treatment

Program Focus Areas

The HN Grant Program focus areas include the following:

- Arts and Culture
- Community and Economic Development
- Environment
- Education
- Organizational Capacity Building
- Senior
- Youth

Application Evaluation Criteria

Eligible applications and projects identified therein will be evaluated for funding awards based on the following:

- Produces meaningful, reasonable, and sustainable outcomes
- Outcomes can be measured and evaluated
- Strengthens and enhances neighborhood/community assets
- Promotes self-sufficiency of individuals and/or organizations
- Encourages coordination/collaboration with other relevant partners
- Innovation

As part of the application evaluation process, the City may conduct a criminal background check on individual grantee(s) and/or principal(s) of the applicant organization. If said individual(s) and/or any principal(s) have a criminal conviction record, the following will be among the factors considered in determining whether or not the applicant will be eligible for a funding award:

- The nature and gravity of the offense(s)
- The time that has passed since the conviction and/or completion of the sentence
- The nature of the position held by the principal
- Procedures and policies in place to ensure the appropriate handling and use of the monies.

Funding Awards

The HN Grant Program maximum funding award is \$10,000 per year, per organization. Program funding is rarely the sole financial supporter of projects, as applicants are expected to seek additional resources to accomplish project goals.

The HN Grant Program follows a reimbursement model and payment will be issued after the Funding Report Form is submitted to and reviewed by applicable City staff. Invoices will be required for reimbursement.

Funding Awards Reporting

The HN Grant Program requires a Funding Report Form, completed and submitted by all organizations that received a funding award, to provide the City with feedback on the outcomes from use of said award. This form is to be completed and submitted to applicable City staff within 30 days of completion of project for which Program funds were awarded, and must be completed prior to Program funds being disbursed to the organization.

Application Checklist

Please review this checklist before submitting an application.

1. Does your organization and project proposal meet the HN Grant Program application eligibility requirements as identified in this document?
2. Did you complete or include all information required in the Application Form's Cover Page, Project Proposal, and Supplementary Information sections?
3. Is your project proposal no more than 7 pages (no more than 5 pages for application form questions 1. – 6. and 2 pages for question 7), single-spaced, with font no smaller than 11, and margins no less than ½ inch?

Application Submittal

Applications should be organized in the following order:

1. Cover Page, to include heading – Separate document in PDF format
2. Project Proposal, to include heading, and question numbering and associated headings in accordance with the Application Form – Separate document in PDF format
3. Supplementary Information, to include headings in accordance with the Application Form – Separate document in PDF format

Completed, eligible applications should be submitted via email to Wade Thompson, Community Development Planner, at wade.thompson@fitchburgwi.gov. Please include "2019 HN Grant Program Application" as the email subject line. Hard copy, or scanned applications submitted via email, will not be accepted.

**COMPLETED, ELIGIBLE APPLICATIONS MUST BE RECEIVED BY 4:00 P.M., FRIDAY, MARCH 22, 2019.
LATE SUBMITTALS WILL NOT BE ACCEPTED.**

Further Information

Contact Wade Thompson, City of Fitchburg Community Development Planner, at wade.thompson@fitchburgwi.gov, or 608.270.4258